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**Virginia Board for Barbers and Cosmetology
 TATTOO APPRENTICESHIP COMPLETION FORM**

Upon completion of the Apprenticeship training, the sponsor shall review the apprentice's progress record for the training period. If the results of this review indicate the apprentice is now a candidate for the Board's examination, the sponsor shall complete and sign this form. The properly signed form should be submitted with the ***Tattooer License and Examination Application*** to the exam vendor listed above.

Completion of the apprenticeship program shall qualify the apprentice to apply the Board to take the Board for Barbers and Cosmetology tattooer license examination.

Curriculum requirements specified in 18VAC 41-50-200 and 8VAC 41-50-210 of the Virginia Board for Barbers and Cosmetology Tattooing Regulations shall be taught over a minimum of 1500 hours broken down into the following categories:

HOURS OF INSTRUCTION AND PERFORMANCES

Initial each category of instruction/performance to verify completion.

Apprentice Name _____

_____ Last _____ First _____ Middle _____ Suffix _____

A. 350 Hours

1. Microbiology

- a. Microorganisms, viruses, bacteria, fungi
- b. Transmission cycle of infectious diseases
- c. Characteristics of antimicrobial agents

Sponsor	Apprentice

2. Immunization

- a. Types of immunizations
- b. Hepatitis A – G transmission and immunization
- c. HIV/AIDS
- d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza
- e. Measles, mumps and rubella
- f. Vaccines and immunization
- g. General preventative measure to be taken to protect the tattooer and client

Sponsor	Apprentice

3. Safety

- a. Proper needle handling and disposal
- b. How to avoid overexposure to chemicals
- c. The use of Safety Data Sheets
- d. Blood spill procedures
- e. Equipment and instrument storage
- f. First Aid

Sponsor	Apprentice

4. Bloodborne Pathogen Standards

- a. OSHA and CDC bloodborne pathogen standards
- b. Control plan for bloodborne pathogens
- c. Exposure control plan for tattooers
- d. Overview of compliance requirements
- e. Disorders and when not to service a client

Sponsor	Apprentice

5. Professional Standards

- a. History of tattooing
- b. Ethics
- c. Record Keeping
 - (1) Client health history
 - (2) Consent forms
 - (3) HIPPA Standards
- d. Preparing station, making appointments, parlor ethics
 - (1) Maintaining professional appearance, notifying clients of schedule changes
 - (2) Promoting services of the parlor and establishing clientele
- e. Parlor Management
 - (1) Licensing requirements
 - (2) Taxes
- f. Supplies
 - (1) Usages
 - (2) Ordering
 - (3) Storage

Sponsor	Apprentice

6. Anatomy

- a. Understanding of skin
- b. Parts and functions of skin

Sponsor	Apprentice

7. Virginia Tattooing Laws and Regulations*

Sponsor	Apprentice

B. 150 Hours

8. Sanitation and Disinfection

- a. Definition of terms
 - (1) Sterilization
 - (2) Disinfection and disinfectant
 - (3) Sterilizer or sterilant
 - (4) Antiseptic
 - (5) Germicide
 - (6) Decontamination
 - (7) Sanitation
- b. The use of steam sterilization equipment and techniques
- c. The use of chemical agents, antiseptics, disinfectants and fumigants
- d. The use of sanitation equipment
- e. Pre-service sanitation procedure
- f. Post-service sanitation procedure

Sponsor	Apprentice

C. 1000 Hours Practical Training and 100 Performances

9. Tattooing

- a. Client consultation
- b. Client health form
- c. Client disclosure form
- d. Client preparation
- e. Sanitation and safety precautions
- f. Implement selection and use
- g. Proper use of equipment
- h. Material selection and use
- i. Needles
- j. Ink
- k. Machine
 - (1) Construction
 - (2) Adjustment
 - (3) Power supply
- l. Art, drawing
- m. Portfolio

Sponsor	Apprentice

10. Tattooing Performances - 100

Sponsor	Apprentice

By signing below, we acknowledge that the foregoing information and hours are true and comply with the Virginia Tattooing Regulations and Apprenticeship Standards.

Apprentice Name _____

Virginia Apprenticeship License Number Expiration Date _____

Contact Numbers
 _____ Primary Telephone _____ Alternate Telephone

Apprenticeship Dates:
 _____ Start Date _____ Completed Date

Signature of Apprentice _____ Date _____

Sponsor's Name _____

Sponsor's VA Tattooing License No.

Parlor Name _____

Virginia Parlor License No.

Signature of Sponsor _____ Date _____

Contact Numbers
 _____ Primary Telephone _____ Alternate Telephone